

Victim Advocacy and Services
Program Coordinator Grant
(VASPC)
Program Description

HB177 of the 2018 Utah Legislative General Session, established a Multi-Disciplinary Trauma-Informed Committee (MDTIC). The purpose of the MDTIC is to promote justice and minimize re-traumatization within the justice system by helping all agencies in the justice system recognize the presence of trauma symptoms and acknowledging the role trauma plays in the life of a victim and comprehensively incorporate this knowledge in the policies, procedures and practices in all aspects of those agencies.

The Utah Office for Victims of Crime in collaboration with the Utah Board of Pardons and Parole, with the consensus of the Multi-Disciplinary Trauma-Informed Committee established under the Trauma-informed Justice Program established at UCA 63M-7-209, shall award a successful grant applicant/entity to:

- Establish and coordinate a “seamless” approach to providing statewide, trauma-informed victim advocacy and services which are exclusive and specific to all aspects of the Utah Board of Pardons and Parole processes impacting victims and survivors.
- Provide or coordinate the availability and provision of trauma-informed services to victims and survivors at the location most convenient to and considerate of the victims’ needs and interests.
- Provide extensive training regarding Utah Board of Pardons and Parole processes to allied advocacy professionals statewide to assure all advocacy professionals have a competent and useful knowledge of those processes for the intended purposes of assuring victims receive accurate information regarding those processes at every stage of interaction in the justice system.
- Develop, collect and report trauma-informed performance outcome measures which reflect identified meaningful, measurable and illustrative increases in victims’ and survivors’ reports of feeling informed, empowered and safe throughout their participation in BOPP processes and interactions as well as increases in satisfactory and positive experiences throughout those interactions and processes.
- Maximize the “match” potential of the annual ongoing state general fund appropriation by obtaining, managing and utilizing other funding sources such as donations and grants.
- Establish, provide and coordinate the availability and provision of effective and efficient coverage of BOPP process specific, trauma-informed advocacy and services utilizing innovative practices such as mobile advocacy rather than “brick and mortar office space” which require victims and survivors to travel.
- When possible and in cooperation with BOPP, hold BOPP hearings via technology to allow victims and survivors to attend AND participate from the location most comfortable to them.
- Reports to the Director of the Utah Office for Victims of Crime.
- Receives comprehensive ongoing training from BOPP and makes recommendation for enhancing trauma-informed approaches in BOPP processes.

**State of Utah****Office for****Victims of Crime**

350 East 500 South Suite 200

Salt Lake City, Utah 84111

Ph: (801) 238-2360

Fax: (801) 533-4127

Victim Advocacy and Services**Program Coordinator (VASPC)****UOVC Grant #** HB177-CY2019**1.** Your Agency Name and Address:**2.** Agency Contact (Grant Project Director):**3.** Phone Number:**4.** E-mail Address:**5.** Grant Start Date and End Date:

1/01/2019 through 12/31/2019

6. Federal Tax Identification Number (87-?????):**7.** DUNS #**8.** Application Budget Summary:

Personnel: \$

Fringe Benefits: \$

Supplies/Operating: \$

Travel/Training: \$

Equipment: \$

Total Grant Funds: \$

Signatures constitute acceptance of all grant conditions and certified assurances.

9. *Print Name and Title of Official Authorized to Sign**10.** *Signature of Official Authorized to Sign**For UOVC use ONLY**Gary Scheller.,
Director of UOVC

* The Project Director is the individual responsible for the day-to-day management of the grant program.

** Official authorized to sign includes: City Mayor, City Manager, County Commissioner, County Mayor, State Agency CEO, or private nonprofit CEO, if applicable.

ELIGIBILITY AND FUNDING SOURCES

Public and private entities in the state of Utah are eligible to apply for the **Victim Advocacy and Services Program Coordinator (VASPC)** grant provided they meet the conditions and requirements described in this application. The Utah Office for Victims of Crime (UOVC) requires collaboration among community and system based partners (local and state law enforcement agencies, mental health agencies, non-profits working with victims and survivors of crime).

\$118,500 State Ongoing Funds: Qualified applications can apply for up to \$118,500 each year. Funds will be awarded on a competitive award process. Qualified applicants will be required to apply for funding each calendar year. *CY 2019 will be for 12 months (1/01/2019 through 12/31/2019).

APPLICATION AND SUBMISSION REQUIREMENTS

An original, with original signatures, and **five (5) copies** of the completed application, including properly executed signatory approval, are due by **5:00 PM** on Wednesday, **November 21, 2018**. Completed applications should be delivered to UOVC at the address below. If applications are mailed, they must be post marked on the due date.

Utah Office for Victims of Crime
Attn: Gary Scheller
350 East 500 South Suite 200
Salt Lake City, Utah 84111

Application Due Date: Wednesday, November 21, 2018, at 5:00 PM

The program contact for the VASPC Grant is Gary Scheller garys@utah.gov Office: 801-238-2360 Fax: 801-533-4127

REPORTING REQUIREMENTS AND DATA COLLECTION

Quarterly Reporting Requirements

Applicants who are awarded grant funding will be required to submit quarterly Success Reports and Financial Status Reports to UOVC. The quarterly Success Reports must provide information and data related to numerical performance measures developed by UOVC. Subgrantees will be required to develop objectives and “targets” in conjunction with the Governor’s SUCCESS reporting and submit quarterly data for these measures as well. Subgrantees will be required to develop, collect and report program performance outcome measures in collaboration with The Utah Board of Pardons and Parole (BOPP). If the awarded entity is an individual, a monthly ledger will be required for monthly billing of payroll and other expenses.

I. Application Narrative & Letters of Support

Please write your application narrative to respond to each of the items listed below.

1. Using statistics and other data when possible clearly identify victims' needs for trauma-informed services relative to BOPP processes
2. Clearly identify how this funding will be used to address those needs
3. Identify the geographical area(s) that will be served by the grant funding.
4. If you or your agency currently provide(s) trauma-informed advocacy services, please highlight the strengths and weakness of that program and experience or expertise with BOPP processes
5. Provide a time-line of project milestones for the period of your grant.


Letters of support:

1. Provide a letter of support from a community based system partner. (i.e. non-profit, non-governmental justice system entity)
2. Provide a letter of support from a system based partner. (i.e. prosecutor, police or other governmental justice system entity)

Narrative Section

II. Project Goal, Measurable Objectives and Targets

Part II - Project Goal, Measurable Objectives and Targets. In the following form, you will need to clearly state the three (3) primary Goals for your CY 2019 VASPC project. In the same form, you will need to provide three or more measurable quantitative objectives along with quarterly and annual targets for each. Once these measures and targets are finalized in this application, they will become part of your quarterly reporting requirements for this grant. Quarterly reimbursements to this grant will be predicated on your agency providing quarterly and annual quantitative responses to the measures you indicate. It will be vitally important that you provide measurable objects which you know can reliably produce quarterly data. Be sure to set your quarterly and annual targets for each measure at a level that you can be reasonably certain to meet.

Quantitative Measures & Narrative Progress Reporting Form						
			STATE OF UTAH Office for Victims of Crime 350 East 500 South Suite 200 Salt Lake City, Utah 84111 www.justice.state.ut.us			
Grantee Name			Grant #			
<p>Instructions: 1) In the white space below, please state the primary <u>Project Goal</u> of your grant.</p> <p>2) In the white space after each <u>Measurable Object</u> provide a Quantitative Performance Measure that will track your progress in meeting your goal. You must provide 3 measurable objects. You are welcome to expand this form if you want to provide more than three measurable objects.</p> <p>3) In the white space after <u>CY2019 Targets</u> indicate the numerical target that you expect to achieve for each measurable objective at the end of each quarter and for the year. Be sure set your quarterly and annual targets for each measurable objective at a level that you can be reasonably certain to meet.</p>						
Project Goal:						
Measurable Objective 1:						
CY 2019 Totals		July - Sept 2019	Oct - Dec 2019	Jan - March 2019	April - June 2019	CY 2019 Total
N/A	CY 2019 Targets					
	CY 2019 Actual					
Measurable Objective 2:						
CY 2019 Totals		July - Sept 2019	Oct - Dec 2019	Jan - March 2019	April - June 2019	CY 2019 Total
N/A	CY 2019 Targets					
	CY 2019 Actual					
Measurable Objective 3:						
CY 2019 Totals		July - Sept 2019	Oct - Dec 2019	Jan - March 2019	April - June 2019	CY 2019 Total
N/A	CY 2019 Targets					
	CY 2019 Actual					

Quantitative Measures & Narrative Progress Reporting Form



STATE OF UTAH
Office for Victims of Crime
350 East 500 South Suite 200
Salt Lake City, Utah 84111
www.justice.state.ut.us

Grantee Name

Grant #

Instructions: **1)** In the white space below, please state the primary **Project Goal** of your grant.
2) In the white space after each **Measurable Object** provide a Quantitative Performance Measure that will track your progress in meeting your goal. You must provide 3 measurable objects. You are welcome to expand this form if you want to provide more than three measurable objects.
3) In the white space after **CY2019 Targets** indicate the numerical target that you expect to achieve for each measurable objective at the end of each quarter and for the year. Be sure set your quarterly and annual targets for each measurable objective at a level that you can be reasonably certain to meet.

Project Goal:

Measurable Objective 1:

CFY 2019 Totals		July - Sept 2019	Oct - Dec 2019	Jan - March 2019	April - June 2019	CY 2019 Total
N/A	CY 2019 Targets					
	CY 2019 Actual					

Measurable Objective 2:

CY 2019 Totals		July - Sept 2019	Oct - Dec 2019	Jan - March 2019	April - June 2019	CY 2019 Total
N/A	CY 2019 Targets					
	CY 2019 Actual					

Measurable Objective 3:

CY 2019 Totals		July - Sept 2019	Oct - Dec 2019	Jan - March 2019	April - June 2019	CY 2019 Total
N/A	CY 2019 Targets					
	CY 2019 Actual					

Quantitative Measures & Narrative Progress Reporting Form



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Instructions: **1)** In the white space below, please state the primary **Project Goal** of your grant.
2) In the white space after each **Measurable Object** provide a Quantitative Performance Measure that will track your progress in meeting your goal. You must provide 3 measurable objects. You are welcome to expand this form if you want to provide more than three measurable objects.
3) In the white space after **CY2019 Targets** indicate the numerical target that you expect to achieve for each measurable objective at the end of each quarter and for the year. Be sure set your quarterly and annual targets for each measurable objective at a level that you can be reasonably certain to meet.

Project Goal:

Measurable Objective 1:

CY 2019 Totals		July - Sept 2019	Oct - Dec 2019	Jan - March 2019	April - June 2019	CY 2019 Total
N/A	CY 2019 Targets					
	CY 2019 Actual					

Measurable Objective 2:

CY 2019 Totals		July - Sept 2019	Oct - Dec 2019	Jan - March 2019	April - June 2019	CY 2019 Total
N/A	CY 2019 Targets					
	CY 2019 Actual					

Measurable Objective 3:

CY 2019 Totals		July - Sept 2019	Oct - Dec 2019	Jan - March 2019	April - June 2019	CY 2019 Total
N/A	CY 2019 Targets					
	CY 2019 Actual					

III. Budget Tables & Narrative

Complete the Budget Tables page by including cost and quantity of items to be purchased. Within each budget category, you must provide a brief narrative description of the items and explain how they will benefit your grant project.

PERSONNEL

Do not request grant funding for an employee who is already on the payroll unless the original position held by that person will be filled by a new employee. Salaries may not exceed those normally paid for comparable positions in the unit of government associated with the project. The hourly rate for personnel salaries can be determined on the basis of 8 hours per day, 40 hours per week, 173.33 hours per month, or 2,080 hours per year. Paid vacation and sick leave are allowable expenditures, but must not exceed the time that is normally allowed by the unit of government associated with the project. All leave earned must be used or paid during the period of the grant.

– Attach additional pages for personnel information if needed:

Name	Title	FTE/PTE	# Hours	Hourly Rate	Total Salary
Salary Subtotal					\$

EMPLOYER'S SHARE OF FRINGE BENEFITS

Fringe benefits are to be based on the employer's share only. Enter the percentage of monthly rate for each fringe benefit, the total wage amount, the number of months, if applicable, and the total amount of the employer's share of benefits. Fringe benefit base wage amounts for part-time employees must be prorated according to the percentage of total time spent with each employer. "FICA," "Pension," "Health Insurance," "Workers Compensation," and "Unemployment Compensation" are matters that should be reviewed by the applicant's fiscal or personnel officer before completing this part of the application.

Fringe Benefits	% or Monthly Rate	Eligible Wage Amount or Number of Months	Total Fringe Benefits
Fringe Subtotal			\$

Personnel Narrative

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PERSONNEL SALARIES AND FRINGE BENEFITS	
Total Personnel Costs	\$

EQUIPMENT

Equipment is tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A recipient may use its own definition of equipment provided that such definition would at least include all equipment defined above. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. A competitive sealed bid process must be conducted. Sole source contracts must be approved by the UOVC prior to being awarded.

Equipment Narrative:

EQUIPMENT	
Total Equipment Costs	\$0

SUPPLIES AND OPERATION

Supplies include general office supplies, cleaning, maintenance costs, training materials, books and subscriptions, research forms, postage stamps, operating expenses, and other expendable materials for the life of the project. All supply purchases covered by this grant must be necessary for the project to achieve its goals and objectives. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. Purchases between \$1,000 and \$5,000: Quotes should be obtained (by phone, fax or letter) from at least two vendors. Awards must be made to vendor submitting the lowest quote meeting the minimum specifications and required delivery date. Purchases exceeding \$5,000: A competitive sealed bid process must be conducted. Sole source contracts must be approved by the UOVC prior to being awarded.

Supplies and Operation Narrative:

SUPPLIES AND OPERATION	
Total Supplies and Operation Costs	\$

CONTRACT SERVICES

Persons with specialized skills who are not on the payroll are considered consultants. **When a consultant is known, a resume listing the consultant's qualifications and contract must accompany the application.** However, if the position is vacant and the project receives funding, this information must be forwarded to UOVC when a contract with the consultant is signed. All procurement transactions, whether negotiated or competitively bid without regard to dollar

value, shall be conducted in a manner so as to provide maximum open and free competition. Describe the procedure to be used in acquiring the consultant (i.e., small purchase procedures, competitively sealed bids, non-competitive negotiation, etc.). **Fee justification must be provided in the budget narrative.**

Contractor Name	Services to be Provided	# Hours	Hourly Rate	Total Cost

Contract Narrative:

CONTRACT SERVICES	
Total Contract Costs	\$0

TRAVEL AND TRAINING

Briefly describe the Travel/Training costs you will pay for with the funds. Include your travel destination, travel purpose, cost of lodging, per diem, ground transport, airfare, etc. Travel costs (including per diem) must follow state of Utah rates unless your agency travel rates are more restrictive. See State of Utah Travel Rates: <https://fleet.utah.gov/state-travel-a/>

Travel and Training Narrative:

TRAVEL AND TRAINING	
Total Travel and Training Costs	\$
TOTAL GRANT BUDGET	\$

Appendix 1

CERTIFIED ASSURANCES (Utah State Funded Grants)

1. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Utah Office for Victims of Crime (UOVC) shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds.
2. The applicant assures that it will comply with State of Utah travel rates and policies unless the grantees home agency rates are more restrictive. Furthermore, the applicant assures that it will have and comply with written policies regarding personnel, the purchasing of supplies and equipment, contractual agreements, etc. If the grantee is working through a fiduciary agent, the policies of the fiduciary agent become the applicable policies with regard to expending grant funds*. If the applicant does not currently have written policies or a fiduciary agent the general policies adopted by the State of Utah - Department of Finance must be complied with in expending grant funds.

See State of Utah Travel Rates: <https://fleet.utah.gov/state-travel-a/>

The only exception to this policy is **personnel expenditures when the applicant agency is acting as a fiduciary in a single grant serving two or more independent agencies. According to the Fair Labor Standards Act, personnel costs including **overtime** must be paid according to each individual agency's personnel policies.*

3. The applicant certifies that the programs contained in its application meet all requirements, that all the information is correct, that there has been appropriate coordination with affected agencies and that the applicant will comply with all applicable Utah State laws, regulations, and guidelines.
4. The applicant assures that it will comply, and all its contractors will comply, with the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973 as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; the Department of Justice Nondiscrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G; and their implementing regulations, 41 CFR Part 60.1 et seq., as applicable to construction contracts.
5. The applicant assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex or disability against a recipient of funds the recipient will forward a copy of the findings to CCJJ.

GRANT CONDITIONS (Utah State Funded Grants)

1. **Compensation and Method of Payment.** The Utah Office for Victims of Crime (UOVC) will advance or reimburse the grantee, depending on the amount of award, for approved program expenditures as outlined in the grantee's budget. Reimbursement checks will be issued on a monthly or quarterly basis as financial status reports are submitted and approved unless other payment arrangements have been agreed to by UOVC.
2. **Reports.** The grantee shall submit such reports as UOVC may reasonably require, including at least quarterly financial and progress reports, and final financial and narrative reports. Quarterly financial and progress reports shall be received no later than 30 days after each quarter ends on March 31, June 30, September 30, and December 31. At such a point where grant funds have been accounted for in total, quarterly financial reports will no longer be required, however, narrative reports must continue to be submitted until the end of the grant period.
3. **Audit Reports.** Grantees who expend more than \$500,000 in State and/or Federal funds during a financial fiscal year must have annual examinations in the form of audits. These audits will be submitted to CCJJ with any Management Letters no less than one month after completion of the audit. Local governments have 180 days after the end of their fiscal year to complete their audits while all other grantees have nine months to complete their audit. The audit must conform to OMB Circular A-133 and must contain a schedule of financial assistance. During the audit process, either the grantee or the auditor will send CCJJ a verification letter to confirm the amount of grant funds received.
4. **Utilization and Payment of Funds.** Funds awarded are to be expended ONLY for purposes and activities covered in the grantees approved budget. The grantee agrees to return all unexpended State funds provided hereunder to UOVC within thirty (30) days of

termination of the grant. Payments will be adjusted to correct previous overpayment or underpayment and disallowances resulting from audits.

5. **Expenses Not Allowable.** Project funds may not be expended for items not part of the approved budget or separately approved by UOVC. Expenditure of funds in excess of ten percent (10%) of the amount budgeted per budget category will be permitted only with UOVC's prior written approval. UOVC will require a refund of grant monies for expenditures made without approval in the budget or by UOVC.

Allowable Costs:

- **Personnel and Fringe** (salary, benefits, and overtime) - as needed and in direct support of the grant purpose. According to the Fair Labor Standards Act, personnel costs including straight-time and over-time must be paid according to the individuals employing agency personnel policies and procedures. Appropriate billing and reimbursement documentation will be required.
- **Consultant/Contract** - fees for individuals providing services to the project not to exceed \$450 for an eight (8) hour day. A competitive bid process through proper state or local channels is expected for all consultant/contract requests. Third party contracts must be approved by UOVC.
- **Equipment/Supplies and Operating** - items necessary for the successful operation of the proposed project.
- **Travel and Training** - expenses for individuals directly involved in the grant project. Training opportunities should be outlined in detail along with anticipated costs and benefits.

Unallowable Costs:

- Any request for reimbursement that does not align with the established financial and operating policies and procedures of the signing lead agency (fiduciary) for this project will not be paid by UOVC.
- UOVC funds **cannot** be used to purchase land, or for new construction. However, remodeling costs may be considered by UOVC.
- The purchase of alcoholic beverages or entertainment of any kind is not permitted UOVC funding.

6. **Written Approval of Changes.** Grantees must obtain prior written approval from UOVC for major program changes. These include (a) changes of substance in program activities, designs, or objectives; (b) changes in the project director or key professional personnel identified in the approved application; (c) changes in the approved project budget as specified in condition 4; (d) budget adjustments in excess of ten percent (10%) of the affected budget category.

7. **Termination of Aid.** If through any cause the grantee shall fail to substantially fulfill in a timely and proper manner all its obligations, terms, covenants, conditions, or stipulations of the grant agreement, UOVC shall have the right to terminate the grant agreement or to suspend fund payments by giving written notice to the grantee of such action and specifying the effective date thereof, at least thirty (30) days before the effective date of such action.

8. **Inspection and Audit.** UOVC, the Utah State Auditor's Office, or any of their duly authorized representatives shall have access for purpose of audit and examinations to any books, documents, papers, and records of the grantee, and to relevant books and records of grantees and contractors.

9. **Maintenance of Records.** All financial and statistical records, supporting documents, and all other records pertinent to grants or contracts shall be retained for at least three years after completion of the project for purposes of State examinations and audits.

10. **Third Party Participation.** No contract or agreement may be entered into by the grantee for execution of project activities or provision of the services (other than purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved proposal or approved in advance by UOVC. Any such arrangement shall provide that the grantee will retain ultimate control and responsibility for the grant project and that the grant project and that the grantee shall be bound by these grant conditions and any other requirements applicable to the grantee in the conduct of the project. UOVC shall be provided with a copy of all such contracts and agreements entered into by grantees.

11. **Conflict of Interest.** The grantee covenants that if it is a not-for-profit entity none of its officers, agents, members, or persons

owning a "substantial interest" in the entity, is presently, nor during the life of this contract shall be, officers or employees of UOVC, provided that if such persons are or become officers or employees of UOVC they must disqualify this application and any future discussions concerning the entity making this application.

12. **Project Director.** There shall at all times during the life of the grant agreement be an individual appointed by the grantee as "Project Director". This individual will be responsible for program planning, operation and administration under the grant agreement.

13. **Criminal Penalties.**

a. Whoever embezzles, willfully misapplies, steals or obtains by fraud or endeavors to embezzle, willfully misapply, steal or obtain by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the Administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than \$5,000 or imprisoned not more than fifteen years, or both.

b. Any person who, having no privilege to do so, knowingly falsifies an application with intent to deceive any person shall be subject to the provisions of Utah Code Ann. § 76-6-504. The signature below certifies that the program proposed in this application meets all the requirements as established by UOVC and the Utah State Legislature, that all information presented, is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of all other State laws. By appropriate language incorporated in each grant, grant or other document under which funds are to be disbursed, the authorized official shall assure that the applicable certified assurances and grant conditions will be complied with by their own agency and any other agency with whom they make contracts or agreements.

REPORTING REQUIREMENTS FOR NONGOVERNMENTAL NONPROFIT ORGANIZATIONS (If YOU ARE NOT A NONPROFIT OR NGO, THIS PROVISION DOES NOT APPLY)

Definitions

"Federal pass-through money" means federal money received by a nongovernmental nonprofit organization (NGO) through a subaward or contract from the state or a political subdivision. "Federal pass-through money" does NOT include federal money received by an NGO as payment for goods or services purchased by the state or political subdivision of the NGO.

"State money" means money that is owned, held, or administered by a state agency and derived from state fee or tax revenues, including funds awarded directly to the NGO by the state entity or appropriated to a state entity to distribute to an NGO. "State grant money" does NOT include money to an NGO for the purchase of goods or services based on a contract between a state entity and an NGO that is subject to the state procurement process, nor does it include donations/contributions received by a State entity and passed through to an NGO.

"Local money" means money that is owned, held, or administered by a political subdivision of the state that is derived from fee or tax revenues. "Local money" does NOT include money received by an NGO as payment for goods and services purchased from the NGO or contributions/donations received by the political subdivision.

Legal Requirements – Utah Code 51-2a-201.5, resulting from S.B. 132, Fiscal Requirements for Local Governments and Nonprofits, which was passed in 2015.

****The type of financial report that is required depends on total combined amount of federal pass-through, state, and local money received. See the Utah State Auditor's website www.auditor.utah.gov for submission information, FAQs, and information on the type of financial report required.****

Name of Nonprofit: _____

Nonprofit Address: _____

Nonprofit City: _____ Nonprofit Zip Code: _____

Name of Authorizing Official: _____ Title: _____

Authorizing Official Phone Number: _____ Email: _____

Year End for Nonprofit: ☐ June 30 ☐ December 31 ☐ March 31 ☐ September 30

SUBGRANTEE ACCEPTANCE OF GRANT ASSURANCES, CONDITIONS, CERTIFICATIONS AND REQUIREMENTS (signing indicates that your agency has reviewed and agrees to comply with each of the grant assurances, conditions, certifications and requirements in Appendix 1 of this grant application)

Name and Title of Authorized Official:

Print Name

Print Title

Signature of Authorized Official

Date